



DEPARTMENT OF HEALTH & HUMAN SERVICES  
DIRECTOR'S OFFICE  
4126 Technology Way, Suite 100  
Carson City, Nevada 89706  
Telephone (775) 684-4000 • Fax (775) 684-4010

**ADMINISTRATOR  
DIVISION OF CHILD & FAMILY SERVICES**

**Consideration may be given to locating the position in either Carson City or Las Vegas  
Salary to \$118,200 (employee/employer-paid retirement plan)**

The Department of Health and Human Services (DHHS) is seeking qualified candidates for the position of Administrator, Division of Child and Family Services. The incumbent in this position reports to the Director, DHHS and will provide leadership, direction, and executive oversight in the areas of child welfare, mental health programs for children, and juvenile justice programs. Responsibilities include administration and oversight of: child welfare services in the large urban areas of the state along with the establishment of necessary standards for program oversight and quality assurance; a comprehensive and coordinated child welfare system in rural Nevada; the provision of appropriate mental health services to children and families; the provision of juvenile correctional services. The division has an annual operating budget of approximately \$260 million and employs approximately 1009 staff. This is an unclassified position and serves at the pleasure of the Director, DHHS. Statewide travel is required.

**Qualifications:** A Bachelor's degree or Master's degree with major course work in social work, criminal justice, business administration, public administration or other field related to child welfare and a minimum of four years executive or administrative experience which included planning and administering a comprehensive child welfare system and demonstrated knowledge and experience in the law, theories and principles related to child abuse and neglect and child welfare; best practices in child welfare/juvenile justice/childhood mental health; program planning, development and evaluation; public administration to include policy development, human resources management and administration of a complex budget; the legislative process to include working cooperatively with legislators and supporting legislation, programs and budgets before legislative committees; collaborating with governmental and private entities and families to develop and implement programs and services; OR an equivalent combination of education and experience.

**BENEFITS:** Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

**TO APPLY:**

Submit résumé to: Deborah A. Harris, M.A.  
Deputy Director, Administrative Services  
Nevada Department of Health & Human Services  
4126 Technology Way, Suite 100  
Carson City, NV 89706  
Telephone: 775-684-7592  
email: [dharris@dhhs.nv.gov](mailto:dharris@dhhs.nv.gov)

Résumé must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, salary history, and professional references. A criminal history background check is required as a condition of employment. Please indicate what geographical location you will consider. In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

Open until recruitment needs are satisfied.